

SEP 29 1955

This Notice Expires 31 January 1956

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NOTICE

SERVICES
1955

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MICROFILM SERVICES

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1. Paragraph 5b of Regulation No. [REDACTED] provides that the Chief, Management Staff, will review and approve requisitions for microfilming equipment and services before the requisitions are forwarded to the Director of Logistics for processing. Microfilm services will improve if requisitioning officials adhere to these procedures. Misrouting of requests for equipment and services causes extra handling which results in needless delays.

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2. The following are definitions of those items which constitute microfilming equipment and services within the meaning of Regulation No. [REDACTED]

a. Microfilming equipment includes microfilm cameras, automatic feeders, manual and automatic microfilm enlargers, automatic film-developing and film-printing equipment, continuous paper processors, microfilm readers, and microfilm storage cabinets.

b. Microfilming services include preparing records for filming, filming, film duplicating, and film enlarging.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

SIGNED

H. GATES LLOYD
Acting Deputy Director
(Support)

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